

## **NOTICE OF VACANCY**

**AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the**

**HUMAN RESOURCES DEPARTMENT on:**

**MONDAY - FRIDAY**

**9:00 A.M. - 4:00 P.M.**

**After the recruiting period is expired, the applications will be referred to the respective department.**

<b>JOB TITLE:</b>	<b>Code Enforcement Officer II - Utilities</b>
<b>DEPARTMENT:</b>	<b>Utilities</b>
<b>SALARY:</b>	<b>\$25,103.00 Annually</b>
<b>BEGINNING DATE:</b>	<b>October 18, 2005</b>
<b>CLOSING DATE:</b>	<b>October 25, 2005</b>

### **MINIMUM QUALIFICATIONS:**

**High school diploma trade school or equivalent level of education is required. Three or more years in a similar position or sufficient experience to perform the principle duties and responsibilities of the position. Possess or have ability to obtain a valid State of Georgia operator/driver's license for the type vehicle or equipment operated. Considerable knowledge of construction procedures and practices, water and sanitary sewer construction, surveying and construction staking, and soils and compaction methods of soil. Familiarity with departmental policies and procedures. Proficiency in mathematics and reading construction plans. Mastery of record keeping. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel.**

### **MAJOR DUTIES:**

**Interprets plans, sketches, and specifications for water and sanitary sewer projects. Checks progress and quality of water and sanitary sewer installation on projects assigned. Coordinates with contractors, engineers, and utility personnel on water and sanitary sewer projects. Maintains accurate records and field notes on water and sanitary sewer projects. Attends meeting. Serves as a resource to subordinate personnel.**

**ROOM 601 MUNICIPAL BUILDING**

**AUGUSTA, GA 30911**

**Fax- 706-821-2867**

**We are an equal opportunity employer.**

**We do not discriminate on the basis of race, religion,**

**Color, sex, age, national origin, or disability.**